



## Online Grants Go-Live

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25 June 2015

# Online Grants Go-Live

It's 11:59 PM,  
December 31<sup>st</sup> 1999! ....



Just another day

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# Terminology

- APM – DoA Airport Project Manager
- BOT – Board of Transportation
- DoA – Division of Aviation
- NPE – Non-Primary Entitlements
- O+M – Operations and Maintenance
- S&R – Safety & Regulatory
- SPOT – Strategic Prioritization Office of Transportation
- STI – Strategic Transportation Investments
- STIP – State Transportation Improvement Program  
(Draft = Proposed, Final = Board Approved)
- WBS # – Work Breakdown Structure # (or Project #)

# What happens at Go-Live?

- All future Grants will be processed through Partner Connect
- Existing awarded “projects” are the first to be processed
- Once Project is awarded Grant Administrator will create the Request for Aid template from a Project Request
- An email notification is sent to assigned Sponsors/Consultants to login to Partner Connect to update & complete the request

# **Prerequisites for Managing Online Grants**

# Partner Connect Access Form

<b>Job Function *</b>		
<input type="radio"/> Airport Employee	<input type="radio"/> Consultant	<input type="radio"/> Sponsor
<b>Section 2 - Aviation Prioritization Role Information</b>		
<b>Role *</b>		
<input type="checkbox"/> Display ( View )	<input type="checkbox"/> Project Submit	<input type="checkbox"/> Sponsor Approval
Secure 8 digit number * <input type="text"/>		
<p><i>If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN &amp; birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Prioritization System for the first time.</i></p> <p><i>Airport</i></p>		
<b>Section 3 - Aviation Grants Role Information &amp; Pin Request</b>		
<p>Final approval of Application, Claims for Reimbursement and Change Request forms will require the use of a PIN. A PIN represents an electronic signature and is unique to a specific person. In order for Aviation to issue a PIN, you must be an active employee of the department and the person responsible for the role. The following roles require the use of a PIN, please check which application you will be responsible for pining ( signing ).</p>		
<input type="checkbox"/> Display ( View )	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Authorizations are based off of selected Job Function</b> </div>	
<input type="checkbox"/> Create / Save Application ( Request For Aid )		

**Moving forward, you must use the latest version from the CONNECT website**  
<https://connect.ncdot.gov/municipalities/State-Airport-Aid/Pages/default.aspx>



# Partner Connect Project Requests

The screenshot shows the NCDOT GRANTS web application. The header is dark blue with the NCDOT logo on the left, the word "GRANTS" in large white letters, and a "Welcome" message on the right. Below the header, there is a "Saved Searches" dropdown menu and "Go" and "Advanced" buttons. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for "Grants Home", "Help - Project Requests", "Help - Online Grants", and "Help - FAQ's". Below these is a "Recent Items" section with a list of items: "1000002557 INSTA...", "2000006263 INSTA...", "AV\_2013\_STATE\_A...", "1000002571 INSTA...", and "Jennifer Fuller". The main panel has a "Home" tab and a "Search" section. The "Search" section contains a list of actions: "Display Request for Aid Appl", "Change Request for Aid Appl", "View Grant Agreement", "Submit Grant Modification Req", "Edit Grant Modification Req", "New Pay Request", "Review Pay Request", "Change Pay Request", "View Program/Grants", and "Airport Master Data/Inst. Base". Below the "Search" section is a "Create" section with a single item: "Aviation Proj. Request/Review". A red arrow points to this item.

**NCDOT**  
NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

**GRANTS**

Welcome

Saved Searches  Go Advanced

Home

**Grants Home**

**Help - Project Requests**

**Help - Online Grants**

**Help - FAQ's**

**Recent Items**

- 1000002557 INSTA...
- 2000006263 INSTA...
- AV\_2013\_STATE\_A...
- 1000002571 INSTA...
- Jennifer Fuller

**Search**

- Display Request for Aid Appl
- Change Request for Aid Appl
- View Grant Agreement
- Submit Grant Modification Req
- Edit Grant Modification Req
- New Pay Request
- Review Pay Request
- Change Pay Request
- View Program/Grants
- Airport Master Data/Inst. Base

**Create**

- Aviation Proj. Request/Review



# Partner Connect Project Requests

Project Requests are now prerequisite for Request for Aid creation

- Project Description
- Detailed Project Description
- Estimated Cost

# Overview of the Project Request to Grant Process

# Project Request to Grant Process



# Project Request to Grant Process

- Project Request now drives the Request for Aid (Sponsors/Consultants)
  - Project Description
  - Detailed Project Description
  - Estimated Cost
- Project Requests are Reviewed/Prioritized/Programmed (DoA)
- BOT Approved (DoA for NPE & Discretionary)
- Award Letter, Request for Aid template created and notification sent through Partner Connect (DoA, Grant Administrator)
- Request for Aid updated/submitted (with pin) for DoA approval through Partner Connect (Consultant/Sponsor)
- Grant Written and Executed Locally (DoA, Sponsor)
- Request for Aid Final Pinning (Sponsor)
- Final Execution (NCDOT)

# Partner Connect Project Request

Project Request



**Project Request - Aviation Data**

\* = Required Field

< Back Save Manage Attachments Print

**General Data**

Project Request #: 00000000 Spot ID: Airport Code: BUY

Local ID: TID SUB Number:

\* Project Description: USED AS TITLE FOR GRANT

\* Detailed Project Description: JUSTIFICATION OF PROJECT: SCOPE, IDENTIFIED PARCELS, PHASE, WORK TO BE INCLUDED

**Categorization**

\* Project Category: Project Sub-Category 1: Project Sub-Category 2: Project Sub-Category 3: Design Status:

Linked to Other Project Requests?: GA Development Priority: Is Project Needed to Meet Mandatory Items?: Required Land Controlled?: Request is on Approved ALP?: Sponsor Rank (1-99): Goal: DOA Notes for Sponsors:

**Funding**

Requested Funding Year: Local Funding Match Secured?: Estimated Cost \$: 1,450,000 NPE Funding:

Project Description turns into Grant Description

Detailed Project Description turns into Grant justification

Estimated Cost (minus local and/or AIP federal match) turns into Grant Amount

# Project Description

Project Request



- Short description to be used as the Grant title
- Identify project phasing in description (Environmental/Design/Bidding)
- New request feature to create and link projects to sub-projects
- Easier to prioritize, program, and identify construction-ready projects
- Better cash flow (Granting sub-projects)



# Detailed Project Description

Project Request



- Used to narrate the justification for project and include key aspects of specific project request
- Topics
  - Identify safety issues project remedies
  - Parcel #'s for land acquisition requests not clearly identified to the project request on Airport TIP / ALP
  - Don't copy the short description

# Cost

Project Request



- Always use total estimated cost, based of latest engineer's estimate
- Will be used to estimate use of future funding
- Prior to requesting funds
- Attach supporting documentation

# Capital or O+M / S&R

Review, Prioritize,  
Program



- DoA reviews project request and identifies if it is a “Capital” project or System Plan identified project
- Capital projects requests will be identified and possibly combined (sub project requests) for next round of SPOT scoring
- System Plan projects will be prioritized using DoA scoring criteria and identified as Safety & Regulatory projects
- Safety & Regulatory projects will likely be separated into separate project requests to identify Planning & Design or Construction Breakdowns (Child Project Request)

# Project / Sub-Project Requests for O+M / S&R

Review, Prioritize,  
Program



Additional State / Apportionment Funds Requires Board Approval

## Project Request

## Prioritize & Program

Identified as O+M / S& R Based on  
System Objectives

PR# 3250, Year 2017  
"Rehabilitate Apron  
(Design/Bidding)"  
Est. Cost: \$500,000

PR#'s 3250 & 3251 become a sub-  
project to PR# 2150

PR# 3251, Year 2018  
"Rehabilitate Apron (CA/  
Construction)"  
Est. Cost: \$1,500,000

PR# 2150 removed from  
prioritization

## Fund Project



- OR -

NORTH CAROLINA  
BOARD of  
TRANSPORTATION

NORTH CAROLINA  
BOARD of  
TRANSPORTATION

- OR -



Discretionary Funds

## Execute Grant

Request For Aid  
Year 2017 (WBS, PO#)  
"Rehabilitate Apron  
(Design/Bidding)"  
Grant Amount: \$450,000

Request For Aid  
Year 2018 (WBS, PO#)  
"Rehabilitate Apron (CA/  
Construction)"  
Grant Amount: \$1,350,000

PR# 2150, Year 2018  
"Rehabilitate Apron"  
Est. Cost: \$2,000,000

# Project / Sub-Project Requests for STI & STIP

Review, Prioritize,  
Program



## Project Requests

## Prioritized

## Programmed in STIP

**PR# 2501, Year 2018**  
"Land Acq. Runway  
5/23 Extension"  
Est. Cost: \$1,000,000

**PR# 2502, Year 2019**  
"Runway 5/23  
Extension, Phase I -  
Site Preparation"  
Est. Cost: \$2,000,000

**PR# 2503, Year 2020**  
"Runway 5/23  
Extension, Phase II -  
Construction"  
Est. Cost: \$4,000,000

**PR# 3300, Year 2020**  
"Runway 5-23  
Extension Program"  
Cost: \$7,000,000

**PR# 3300, Year 2020,**  
**TIP #: AV-5800**  
"Runway 5-23 Extension  
Program"  
Cost: \$7,000,000

Next Page

PR #'s 2501, 2502, 2503 become sub-  
projects of PR # 3300

PR #'s 2501, 2502, 2503 are removed  
from prioritization

# Project / Sub-Project Requests for STI & STIP

Review, Prioritize,  
Program

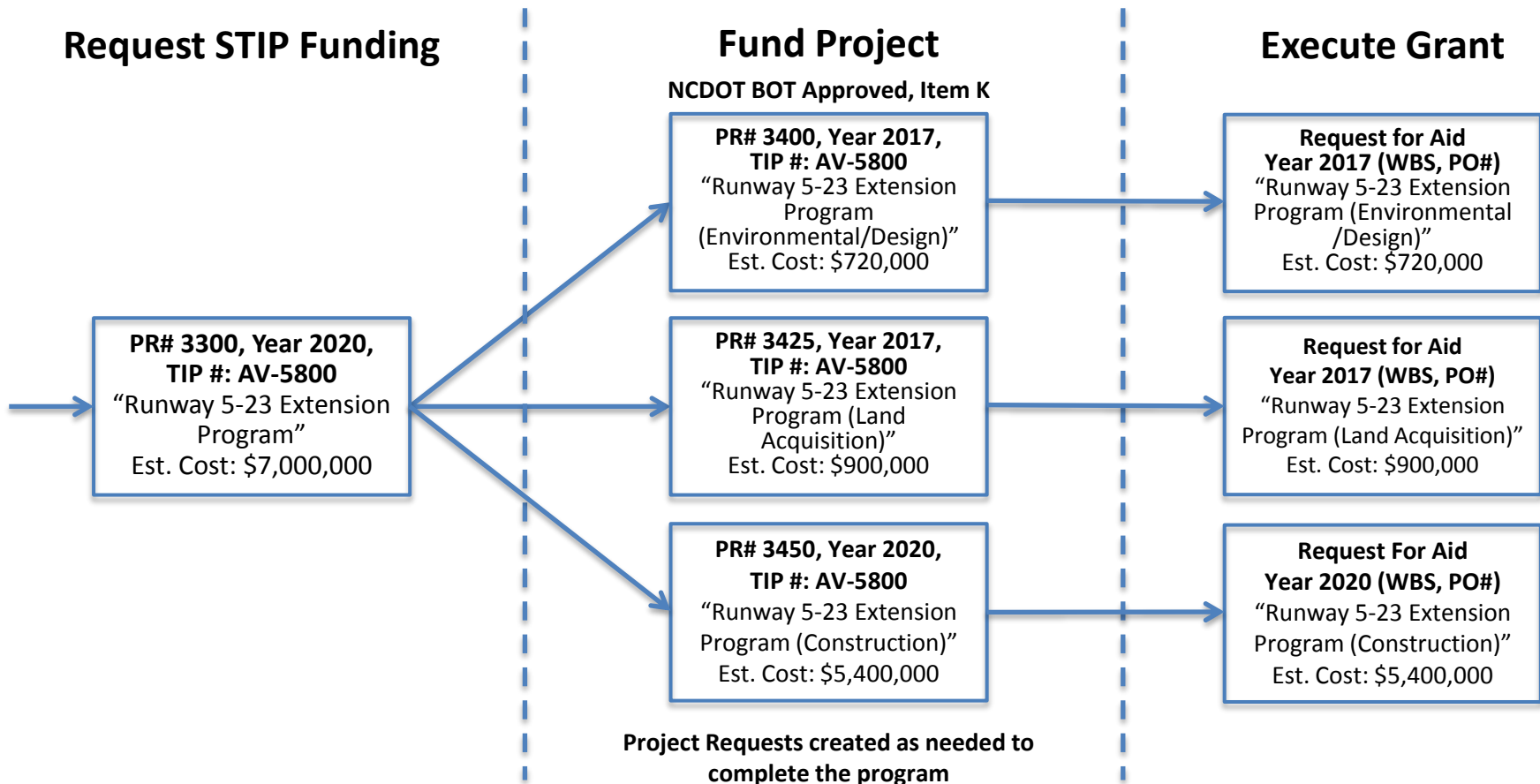


## Request STIP Funding

## Fund Project

NCDOT BOT Approved, Item K

## Execute Grant





# NCDOT BOT Item K Request



**TIP Funding Request Application**

**Header Data for Funding Request**

Funds Request:  Created On: 08/22/2015  
 Cost Center: Aeronautics User Status: New  
 Email: TMEYER@NCDOT.GOV Docs Received: ☐  
 Created By: Todd Meyer  
 Requester Comments:   
 PMU Comments:

**Line Item WBS data for Funding Request**

[New Item](#)

Sub-TIP	Phase	WBS	Description	Amount Requested	Reason	Division	County Name	Funds Center	FHWA	FA Project Number	Fed/St FY
	PE			0.00					<input type="checkbox"/>		

[Back](#) [Save](#)

# NCDOT BOT Item K Request



<http://www.ncdot.gov/about/board/bot/>

- Capital STIP projects through STI
  - Currently requires separate grants for Planning, Land Acquisition, Construction
  - Request submittal by Monday ~~2~~ 4 weeks prior
  - Included in Item K of the BOT Agenda

**\*UPDATE: 4 weeks prior to Board Meeting, (2 weeks prior to Agenda due date)**

# NCDOT BOT Item I-4 Request

Funding  
NORTH CAROLINA  
**BOARD** of  
TRANSPORTATION

North Carolina Department of Transportation Board of Transportation – Multimodal Meeting Division of Aviation		MONTH DAY, 2015										
<b>PROJECT REQUEST NUMBER: Partner Connect Number HERE      WBS NUMBER: TBD</b> <b>PROJECT / PROGRAM TITLE: Description goes HERE; NO ACRONYMS (NO CAPS EITHER)</b>												
<b><u>PROJECT SPONSOR/AGENCY CONTACT INFORMATION:</u></b>  ....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Total Grant Amount</td> <td style="text-align: right; padding: 2px 5px;">\$0</td> </tr> <tr> <td style="padding: 2px 5px;">State Funding</td> <td style="text-align: right; padding: 2px 5px;">\$0</td> </tr> <tr> <td style="padding: 2px 5px;">Federal Funding - FAA</td> <td style="text-align: right; padding: 2px 5px;">\$0</td> </tr> <tr> <td style="padding: 2px 5px;">Local Funding</td> <td style="text-align: right; padding: 2px 5px;">\$0</td> </tr> <tr> <td style="padding: 2px 5px;">Other Funding</td> <td style="text-align: right; padding: 2px 5px;">\$0</td> </tr> </table>		Total Grant Amount	\$0	State Funding	\$0	Federal Funding - FAA	\$0	Local Funding	\$0	Other Funding	\$0
Total Grant Amount	\$0											
State Funding	\$0											
Federal Funding - FAA	\$0											
Local Funding	\$0											
Other Funding	\$0											
<b>NCDOT PROJECT MANAGER:</b> Rachel Bingham  <b>RECOMMENDED:</b> Bobby Walston, P.E. <div style="text-align: center; font-size: small;">Division Director</div> <b>APPROVED BY:</b> _____ <div style="text-align: center; font-size: small;">Deputy Sec. Transit</div>	<b>PROJECT LOCATION:</b> Statewide  <b>FEDERAL PROGRAM?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>STATE PROGRAM?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <b>PROJECT or PROGRAM PREVIOUSLY FUNDED</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>											
<b><u>PROJECT / PROGRAM DESCRIPTION:</u></b>  This Project will.....  <b><u>PROJECT / PROGRAM BENEFITS:</u></b>  Benefit.....  <b><u>RESULT OF PROJECT / PROGRAM NOT BEING FUNDED</u></b>  If the funds are not approved,....												



# NCDOT BOT Item I-4 Request



<http://www.ncdot.gov/about/board/bot/>

- S&R/O+M Projects through Multi-Modal Committee
  - Requires creation of a BOT Request Form identifying amount and source of funds with a simplified narrative description, benefit, and a no-build consequence; including a sketch
  - Requires submittal by Monday 3 weeks prior
  - Included in Item I-4 of the BOT Agenda

# Award Letters

Award/Approve



- DoA will create award letters once the BOT Board Action Letter is received
- Award letters will be signed, scanned, and mailed using award letter distribution list
- Scanned version will be uploaded to Partner Connect and attached to the Request for Aid

# NPE Funded Grants

Award/Approve



- Grants using only NPE funds\* will be approved by the APM
- Project Request is approved inside Partner Connect. Request is archived and is no longer editable

\* *NPE Award Letters are sent once DoA executes the State Block Grant. NPE award letters will be attached for grants funded with NPE funds to the Request for Aid.*



# Request for Aid

Create Request for Aid



- Grants Administrator creates and funds WBS #
- Grant Administrator creates Request for Aid in Partner Connect using Project Request & WBS #
- Request for Aid template is created using descriptions and estimated cost from Project Request

## Request for Aid (cont.)

Create Request for Aid



- Federal, local, and state matches are entered
- Grants Administrator saves and sends Request for Aid template
- An email notification is sent to assigned Sponsors/Consultants to login to Partner Connect to complete the Request for Aid

# Managing Online Grants

Execute Agreement &  
Submit Reimbursements



**NCDOT**  
NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

# GRANTS

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Saved Searches  Go Advanced

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**Help - Project Requests**

**Help - Online Grants**

**Help - FAQ's**

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**Search**

- Display Request for Aid Appl
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**Display Request for Aid Appl**

- Display Request for Aid Appl
- Change Request for Aid Appl
- View Grant Agreement
- Submit Grant Modification Req
- Edit Grant Modification Req
- New Pay Request
- Review Pay Request

**Create**

Aviation Proj. Request/Review

# Complete Request for Aid

Execute Agreement &  
Submit Reimbursements



- Per job function role and authorizations assigned, the consultant or sponsor will complete the Request for Aid and Budget (AV-501, AV-504)
- Supporting documentation will be signed (blue ink), scanned and attached
- Sponsor will submit and pin Request for Aid
- Once approved, grant agreement will be created and executed (paper process)
- Sponsor will pin and submit to certify agreement, assurances, terms, and conditions

# Submit Grant Modification Or Pay Request

Execute Agreement &  
Submit Reimbursements



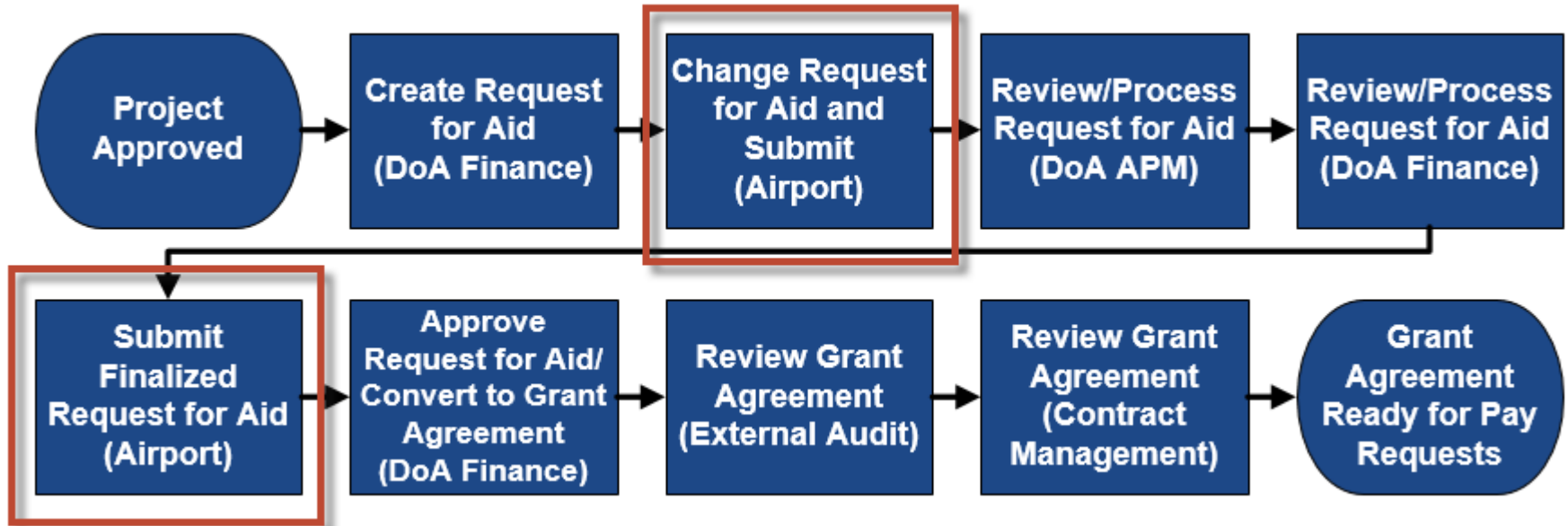
- Once executed by NCDOT, scanned, uploaded and approved by external audit/contract management, an email notification for NTP will be sent to Consultant and Sponsor
- Pay requests and grant modifications can now be submitted
- Grant modifications requiring additional State or apportionment funds will require BOT approval
- Final pay request will identify closeout of grant

# Online Grants Workflow Overview



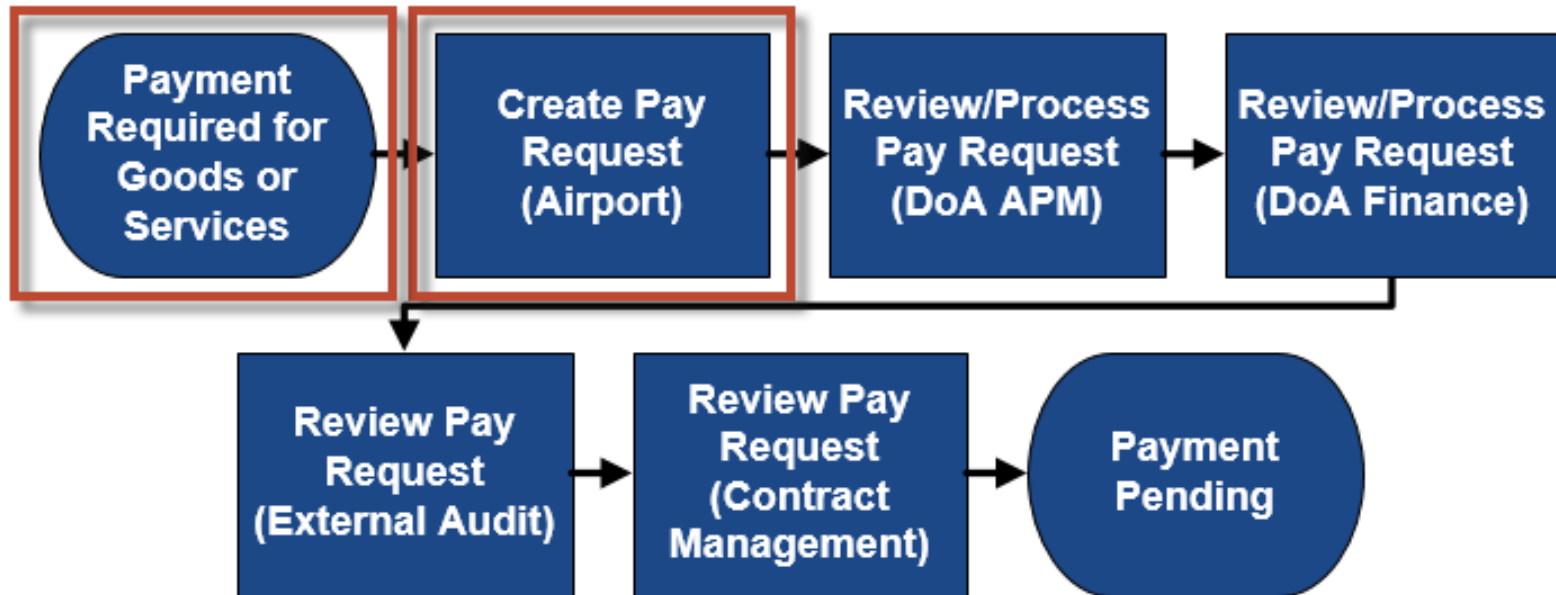
# Request for Aid Overview

## Award Letter



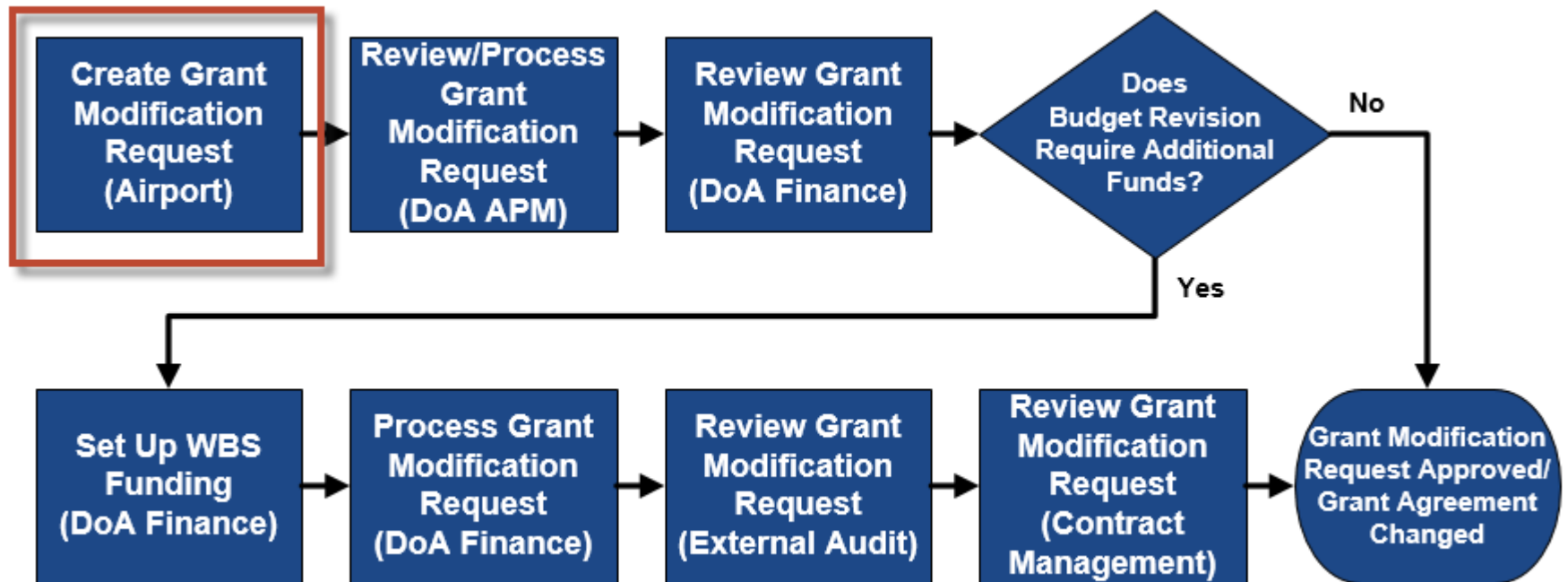
**Sponsor and Consultant input is identified in red**

# Pay Request Overview



**Sponsor and Consultant input is identified in red**

# Modification Overview



**Sponsor and Consultant input is identified in red**

# Attachments

- Sign (blue Ink), Scan, & Submit (What used to be mailed is now submitted online. Except Grants)
- Separate PDF's by content type
- File Naming - AV form number or document title. (Name it as if you would search for it)
  - AV-500.pdf, Local certification.pdf, etc.
  - AV-509.pdf, DBE Awards.pdf
  - Pay Request 1 InvoiceDocs.pdf
- Upright Rotation (Look before you submit, keep it straight)

# Attachments

Forms replaced by Online Grants system

- AV-501 Request for Aid
- AV-503 Project Concurrence and NTP
- AV-504 Projected Project Budget
- AV-505 Interim & Final Payment Form

# Go-Live in Review

- Submit Partner Connect Access forms to APMs
  - Existing projects without Request for Aids will be first created in Online Grants system\*
  - Request for Aid is created by DoA using existing project requests and are completed and submitted by Sponsors / Consultants
  - Maintain existing process for support documentation, sign, scan, and submit online. No paper.
- \* *Existing executed grants, without a reimbursement request can be requested to be converted (Sponsor's Discretion)*

# Training & Support Resources

# Training & Support Resources

- Help Documents & FAQ's located inside Partner Connect

<https://partner.ncdot.gov>





# Training & Support Resources

- State Airport Aid CONNECT Site

<https://connect.ncdot.gov/municipalities/State-Airport-Aid/Pages/default.aspx>



# Training & Support Resources

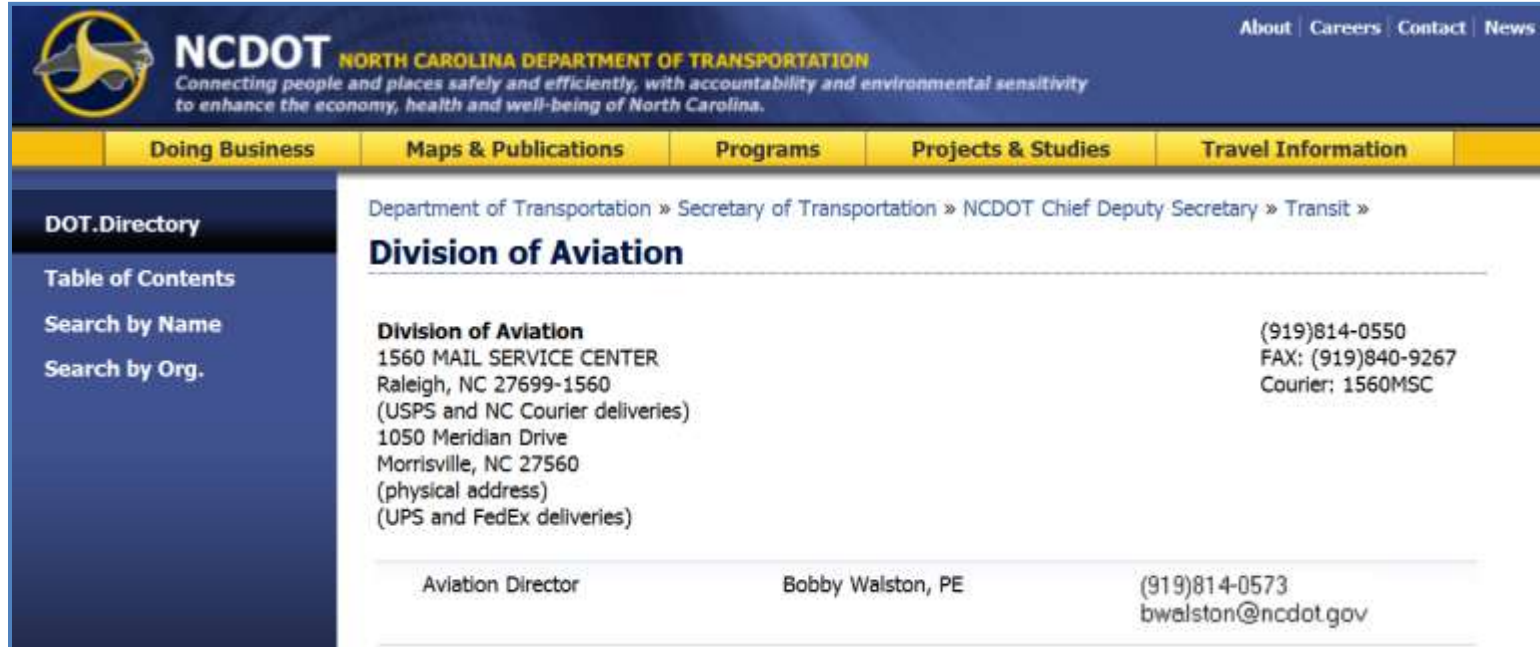
- Remote desktop support for scheduled or possible on-demand help



# Training & Support Resources

- Of course, the old standby  
Phone or Email

<https://apps.dot.state.nc.us/dot/directory/authenticated/UnitPage.aspx?id=3364>



The screenshot shows the NCDOT website interface. At the top is the NCDOT logo and the text "NORTH CAROLINA DEPARTMENT OF TRANSPORTATION" with the tagline "Connecting people and places safely and efficiently, with accountability and environmental sensitivity to enhance the economy, health and well-being of North Carolina." Navigation links for "About", "Careers", "Contact", and "News" are in the top right. A yellow navigation bar contains links for "Doing Business", "Maps & Publications", "Programs", "Projects & Studies", and "Travel Information". The left sidebar has a "DOT.Directory" section with links for "Table of Contents", "Search by Name", and "Search by Org.". The main content area shows a breadcrumb trail: "Department of Transportation » Secretary of Transportation » NCDOT Chief Deputy Secretary » Transit »". Below this is the heading "Division of Aviation". The contact information for the Division of Aviation is listed: "1560 MAIL SERVICE CENTER, Raleigh, NC 27699-1560 (USPS and NC Courier deliveries), 1050 Meridian Drive, Morrisville, NC 27560 (physical address), (UPS and FedEx deliveries)". To the right, the phone number is "(919)814-0550", the fax is "FAX: (919)840-9267", and the courier address is "Courier: 1560MSC". At the bottom, the "Aviation Director" is identified as "Bobby Walston, PE" with the phone number "(919)814-0573" and email "bwalston@ncdot.gov".

# Moving Forward...

- Video instructions will be published shortly
- Envision reporting to identify process improvement
- Electronic signatures for Grant execution
  - NCDOT is starting to use DocuSign
  - Need Sponsors to approach official grant execution authority to support electronic signatures
- Maintain project request information, especially as we move closer to funding the project request
- Updated checklists and attachment guidance
- Be proactive and communicate

# Survey

**Please fill out this short survey**

**<https://www.surveymonkey.com/r/BTQTTX2>**

**Note: Survey will be closed July 10<sup>th</sup>**